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# SM 601 Supervised Ministry

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# Supervised Ministry

## SM601X Syllabus

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(My friends call me Bob)  
Spring Semester, 2004

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a word to you,  
the  
student  
minister

Welcome to EXL Supervised Ministries! Supervised Ministries is a required core component of the academic curriculum. It aims to bridge the gap between strictly academic theology and ministry practice. It integrates the light of the chapel, classroom and library with the field laboratory. That is, we want to reduce the gap between learned theology and internalized theology which applies itself to Christian experience and ministry practice. As John Wesley, quoting an ancient, quipped, “God made divinity practical”.

***The following handbook*** (compiled by Dr. Barbara Holsinger) ***is your manual for both of your Supervised Ministries courses. It sets forth the requirements and nature of Supervised Ministries. It helps guide you through the components and assignments of the course as well as provide you with standards of forms and formats for each of your courses. Thank you for paying close attention to the contents.***

### ***COURSE REQUIREMENTS***

Master of Divinity students will take two Supervised Ministries courses for two (2) credit hours each. Each student will arrange (at least a semester in advance) with the pastor of an approved local church to do a two, continuous-semester's placement at that church; however, students may, after having satisfactorily completed SM 601, *opt out* of SM 602 and *substitute* one of the following options:

#### ***OPTIONS***

- You may determine that a ministry experience in an institutional setting such as a hospital, prison, campus ministry, certain military chaplaincy settings, or Christian outreach ministry will better serve your academic or vocational goals. Therefore, you may substitute the course SM 603 for

SM 602. (Other substitutions are MS 660, MS 661, PC 660, PC 655, and PC 755.)

- You may determine that you will profit most from an intensive, cross-cultural ministry placement. You may substitute SM 604 for SM 602.
- You may want your second Supervised Ministry experience to be a full-time internship over the summer (or some comparable period of time) in a local church with the pastor of your choice. You may substitute SM 701 for SM 602.

### ***NATURE OF THE EXL COURSE ASSIGNMENTS***

You are a pioneer entering a new untracked realm of seminary education--virtual supervised ministry and field education! As far as a consultant to the Association of Theological Schools knows, Asbury is the first seminary experimenting with on-line field education. You may be making history! In any case, our hope in opening this medium is that you will have access to a quality education. Given the experimental nature of the course, we can expect hiccups along the way. Thank you for extending extra mercy and patience to one another during the semester. Supervised Ministry via EXL retains Supervised Ministries' main components:

- Field experience
- Theological Reflection in a Reflection Seminar

Relative to the *Field Experience* component, each of you will have a field placement in a local church or ministry setting in which you will practice "hands-on" ministry. You will minister for at least eight hours a week for the duration of the semester under the supervision and mentoring of a qualified minister.

Relative to the *Reflection Seminar* component, EXL Supervised Ministries gets interesting! Led by a faculty seminar leader, you and other EXL students will reflect together theologically on your ministry experiences using your own self-referent case studies.

The manner in which you in the EXL Supervised Ministry class will reflect on a case together will likely be done asynchronously. Sounding like the title of a Sting album, the term "asynchronous" means we can share thoughts that are continuous and in a logical stream even though we may communicate at different times throughout the week from widely different geographical sites. Please read more under the heading "**Communicating with Each Other.**"

### ***\*Note to Student Pastors\****

Normally, when possible, student pastors are grouped together in their own class. Otherwise, they will be assigned to SM601/02/03 classes. Usually, student pastors are not required to have field supervisors. In lieu of a field supervisor, a student pastor will keep a dialogical journal (according to Student Pastor Handbook format located on Intranet, see Student Pastor Handbook section on journals) three days a week for the duration of the class. Once a month journal entries are to be posted to the professor. Moreover, student pastors are only required to submit **one** case study for presentation to the class.

You have your own separate handbook (entitled Student Pastor Handbook) in addition to the S.Min. Student Handbook.

### **A WORD ABOUT ATTENDANCE:**

Your full attendance and presence throughout the week as structured by your Reflection Leader, is integral to this class. Excused absences must be handled with your professor.

### **ASSIGNMENTS**

Your assignments for your S.Min. course include:

- Submitting a Covenant for Learning (information follows) by posting it to the professor's office by the assigned date. See Module 1.
- Each week prior to coming to class, read thoroughly the case for the upcoming Reflection Seminar. In a minimum of two hours, complete the assignment "Reflection Seminar Preparation" to post each Sunday before midnight.
- Prepare two Case Studies using the Extended Case Guidelines format at the end of the S.Min. Handbook. One Case Study is to be written in the proper format and presented for class processing. The other Case Study is to be written in the proper format and handed in to the professor for evaluation. (Student Pastors are only required to submit one case study.)
- Submit a final evaluation (This form is found in the back of the Student Handbook.)
- Meet with your professor at the end of the semester for an exit interview. The means of carrying out the Exit Interview will be established by your professor.

### **COMMUNICATING WITH EACH OTHER**

You can access the course by clicking on the SMin601 folder on your First Class Client desktop. This folder will open a menu with the following options:

#### **COURSE CENTER**

The Course Center contains the course materials including a "welcome" video, Smin Orientation video, video of "How to Write a Case Study," video of a case study being processed, Smin Handbook/Syllabus and necessary forms. Videos will be mailed to you via U.S. mail. If you have not received a video by the assigned date, please e-mail Andy Adams, [exl\\_support@asburyseminary.edu](mailto:exl_support@asburyseminary.edu).

#### **DISCUSSION CENTER**

In the Discussion Center, class reflection and discussion of a case study will occur. The Discussion Center is like a message center in which your Reflection Seminar leader and all class members have access to everything posted here. [Post no private correspondence here!] At the end of each week, our discussions will be saved in the Archive Center for storage. If you want to revisit at any time during the semester a discussion we have had, visit the Archive Center.

#### **PM604 OFFICE**

The Office is the icon you may click for personal correspondence with the professor. Only your professor has access to messages sent here. Assignments and

private correspondence should be sent here. No other class member is able to access anything sent to this office.

### **CHAT CENTER**

This is the icon for out of “class “ talk. It is the virtual hallway or campus quad where informal conversation may be held. The CHAT CENTER is not to be used for any course-related material or assignment discussion. The Chat Center should be used only by three or less participants for **non-course related** discussion. When the Chat is over, conversations will be automatically deleted. Consult your professor as to whether or not this Chat Center will be used.

### **RESOURCE CENTER**

The Resource Center holds specific links to a wealth of theological and other valuable resources and aids. By clicking this icon, you have full access to the B.L. Fisher Library and the religious and theological data bases of ATLA, EBSCO HOST and many others. Be sure you use the link of the B.L. Fisher Library and not the link from the web. Further, you have access here to your Student Information page. **You register and get your grades here.**

### **CLASS TEAMS**

Our work throughout the semester will be done in Teams. Our class will be grouped into several teams, and a folder for each Team will be placed in our Classroom.

### **PRAYER FOLDER**

Let us agree to pray for one another each week. Please post prayer requests in this Prayer Folder.

### **OUR AGREEMENT TOGETHER**

Let us each agree to pray for one another weekly. For the cause of our Lord Jesus, we want one another to succeed. If you have a prayer request to share, please post it in the Prayer Folder. Your Reflection Leader is dedicating himself/herself to interacting on an almost daily basis with you. He/She will be expecting the same of you. Supervised Ministries aims to be more than just ministry practice. We seek to think and interact together biblically and theologically in and about the ministry practice. In the EXL medium, our interacting will extend throughout the week. Your Reflection Seminar leader will plan to be in his/her office with computer on at the scheduled time to receive e-mail during office hours. He/She will receive your e-mail and respond to it in the order in which it was received. In our homework assignments, class discussions, and research paper, please use correct spelling and proper grammatical and syntactical English.

### **HELP!**

- A. The team of people who are most able to help you with any of your questions regarding EXL are listed below. Their mission is to be helpful to you. For technical and EXL administrative matters regarding this course contact the following for your particular need:

#### ***Technical Matters:***

1. **EXL Director:** For questions about the EXL program itself contact **Kevin Osborn** at [exl\\_director@asburyseminary.edu](mailto:exl_director@asburyseminary.edu) or,
2. **EXL Academic Coach:** [exl\\_coach@asburyseminary.edu](mailto:exl_coach@asburyseminary.edu). You may call at (859) 858-2276
3. **Technical Support:** For technical difficulties and all manner of completing issues. Contact him at [exl\\_support@asburyseminary.edu](mailto:exl_support@asburyseminary.edu)
4. **General and Reference Library Assistance:** Contact **Hannah Kirsch** at [hannah\\_kirsch@asburyseminary.edu](mailto:hannah_kirsch@asburyseminary.edu). You may call her at (859) 858-2189.
5. **Inter-Library Loan Assistance:** Contact **Dot James** at [dot\\_james@asburyseminary.edu](mailto:dot_james@asburyseminary.edu). You may call her at (859) 858-2353.
6. **Buying Books.** Address an e-mail to EXLBOOKS. Type in on the “address” line of a new e-mail, [EXLBOOKS@asburyseminary.edu](mailto:EXLBOOKS@asburyseminary.edu). This will send your message to our local Cokesbury bookstore on the Wilmore campus. You may also call the Cokesbury bookstore toll free at 1-866-855-8252.

For questions regarding the syllabus or our course, post them to your Reflection Leader in the Discussion Center. If you have a particular question, it is likely others in the class will have a similar question and will benefit from the exchange. We want to “iron out any wrinkles” that may inhibit the learning process.

### ***Administrative/Academic Matters:***

#### **B. OFFICE HOURS**

If you have Smin related concerns of any kind such as, academic matters, finding a placement matched to your needs, exploring the possibility of an internship or whatever, please contact our office. Claire Williams, the Administrative Secretary, is ready to assist you. Her email is [claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu). (859) 858-2224. Office hours are open for student services as follows:

**Monday through Thursday**  
**8:50 a.m. – 11:50 a.m. and 1 p.m. – 4 p.m.**  
**closed on Friday**

#### ***TEXTS***

- This *SUPERVISED MINISTRY HANDBOOK* is your working guide and textbook for two semesters of field education. It serves for SM 601, SM 602, and SM 603. Therefore, it is recommended that you keep it in a separate three-ring binder, since it is not a book-bound. STUDENT PASTORS who are enrolled in SM 601C will not use this handbook but will use the handbook titled, *SUPERVISED MINISTRIES SM 601, SM 602 - STUDENT PASTOR*.

In addendum of this handbook is the *EXTENDED CASE GUIDELINES* (Some professors may also use the text *CASE BRIEF GUIDELINES*). The self-referent case study based on our *EXTENDED CASE GUIDELINES* format is the basic learning instrument for courses in supervised ministries. This addendum provides you with the model format and instruction for good case writing. This handbook can be purchased at the Cokesbury seminary bookstore.

- Other *required texts*:

SM 601, 602 The text *Lay Leadership for Ministry Training* is required for Courses SM 601 and 602. This text is needed for the Pastor and Local Church Lay Committee members of the local church where you serve. Request free copies via e-mail from the S.Min. office in Wilmore via e-mail to Claire Williams or you can download the material from the Intranet. If you obtain copies from the S.Min.office, these must be collected from the Lay Committee and returned to the S.Min. office at the end of the semester. The text *Field Supervisors Handbook: Local Church* should be distributed to your supervising pastor to familiarize him/her with the role of supervising and mentoring pastor. Copies are available from the S.Min. office or may be downloaded by clicking on “*Intranet, Students, Class Syllabi, 2003-2004, Wilmore, Spring 2003, Smin 601, 602 FS Handbook.*”

- SM 603 The text *Field Supervisors Handbook: Institutional* should be distributed to your supervisor to familiarize him/her with the role of supervising and mentoring

### ***YOUR PLACEMENT AND FIELD SUPERVISOR: need assistance?***

Rather than assign you to a placement, we assume you would prefer to choose the field supervisor with whom you might best work. As an EXL student, you likely have obtained a placement before enrolling in the course. If you have not, you will need to find a ministry placement in your locale. The following guidelines will assist you in finding the placement appropriate for you:

- For local church placement, consider choosing one in your own denomination. Consult with your denominational supervisor if you are unsure.
- Speak to the pastor of the church or the supervisor of the ministry which you are interested in doing your placement about the possibility of her/him supervising you. As far as the S.Min. expectations of the supervisor go, keep these expectations in mind:
  - Your field supervisor should be an experienced practitioner with at least five years of ministry experience. Generally, supervisors should have an appropriate academic degree.
  - Your field supervisor should be able to minister within Asbury’s Statement of Faith, found in front of the school’s academic catalog.
  - See mentoring and supervising you as a service to Jesus Christ and His Church.
  - Be willing to meet with you for an hour a week for theological reflection.
  - Be willing to receive instruction on the role of supervisor and mentor.
- When you have obtained tacit approval from a supervisor, please have your supervisor complete a Field Supervisor Profile found in the S.Min. Student Handbook which is found by clicking on *First Class, Wilmore Campus, School of Theology, Syllabi, 2003-2004, EXL, Spring 2004, Smin Handbook Spring 2004.* This must be posted or mailed to Claire Williams in Wilmore’s Smin. Office for the Director’s approval before class begins.
- *Helpful advice regarding your placement:*
  - \* Work a year in advance to secure a placement
  - \* Involve yourself in the local church at which you will do your placement

\*In the three-year academic course sequence, SMin is supposed to be completed in the second 33 hours of study. In the four-year academic course sequence, SMin is supposed to be completed in the third 24 hours of study.

**\* All placement assignments must be confirmed with and approved by our office as soon as possible following pre-registration during the semester prior to the actual placement.** Please feel free to consult our Administrative Secretary, *Claire Williams*, [claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu) if you have any questions.

### **CONCLUSION**

In conclusion, Supervised Ministry provides you with an opportunity to meld Christian mind and ministry practice.

‘War stories’ circulate about supervised ministry. Some undoubtedly are true. For many students, having to anticipate performing in ministry, sometimes for the first time, is not without its anxiety; however, experience bears out that most students have rewarding experiences in supervised ministry.

One recent graduate offered this unsolicited comment, “I would encourage all seminary students to participate in the S.Min. program whole-heartedly with a teachable spirit. There are things we learn by seeing them done and then doing them ourselves that just cannot be taught in a classroom.”

All the best in Christ,

*Bob Tuttle*

Robert Tuttle, Ph.D.  
Professor

Revised 10/03



## **MODULE 1**

START DATE: FEBRUARY 10 – DUE DATE: FEBRUARY 20

### **WEEK #1**

ORIENTATION AND GETTING ACQUAINTED – placement should already be arranged.

FIELD PLACEMENT – Placement ministry begins next week.

REFLECTION SEMINAR

1. Watch the following Videos prior to Feb. 10.
  - Professor's Introduction
  - Dr. Tom Thomas's Orientation
  - Video, "How to Write a Case Study," by Dr. Fred Layman
  - Optional: Watch video of faculty processing the "George Wilson" case
2. Meet in Discussion Center.
  - a. Continue in class orientation
  - b. Getting acquainted
  - c. Select Case Presentation dates
  - d. Covenant for Learning – Due Feb. 24
3. Case Presenter or Case Moderator for Feb. 24  
Meet with Professor

### **WEEK #2**

FIELD PLACEMENT

Your field placement ministry should begin this week. Eight hours of ministry is minimum, which includes a one hour, one-on-one meeting with your field supervisor. **This weekly routine will continue throughout the semester – 13 weeks total at your placement.**

**SM601/602** – SM601/602 Initial meeting takes place with your Local Church Lay Committee this week. Please read p. 34 in the S.Min. Student Handbook (*Click on Wilmore Campus, School of Theology, Syllabi, 2003-2004, EXL, Spring 2004, Lay Com. Handbook*) prior to the meeting. Names of Local Church Lay Committee are due today. Post one copy to your Professor's office, one to your Field Supervisor and e-mail one to Claire Williams in the Smin Office in Wilmore

REFLECTION SEMINAR MEETING

1. Preparation for this week's seminar meeting on February 18
  - a. Read the George Wilson and be prepared to discuss it.
  - b. Post the Case Study preparation (assignment found in the Extended Case Guidelines on page 19 in the back of the S.Min. Handbook.) by Sept. 8.
2. Meet in the Discussion Center.
  - a. Discussion of writing a case.
  - b. Discussion of the "George Wilson" case.
3. Case Study for September 16 posted by Monday night Sept. 9 midnight (EST)  
Assignments:
  - Read Case Study for Sept. 16
  - Post the Case Study preparation by midnight Sept. 15
  - Covenant for Learning due Sept. 18

## **MODULE #2**

START DATE: SEPTEMBER 16 – END DATE: SEPTEMBER 27

### **WEEK #3**

FIELD PLACEMENT – MINISTRY CONTINUES

“THOU WILL KEEP HIM IN PERFECT PEACE WHOSE MIND IS STAYED ON THEE.”

#### **REFLECTION SEMINAR MEETING**

1. Case Study Preparation is to be posted Sept. 15 by midnight.
2. Meet in Discussion Center for theological reflection of first case study  
SM601/602/603
3. Covenant for Learning (p. 28) due today.

### **WEEK #4**

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by Sept. 22 midnight
2. Seminar Meeting
3. Case Study for Sept. 30 is to be posted by midnight, Monday, Sept. 23.

## **MODULE #3**

START DATE: SEPTEMBER 30 – END: OCTOBER 11

### **WEEK #5**

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Sept. 29.
2. Seminar Meeting
3. Case Study for Oct. 7 is to be posted by midnight, Monday Sept. 30.
4. Student Pastors Only: First set of four weeks of journals are due midnight, Oct. 1.

### **WEEK #6**

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Oct. 6.
2. Seminar Meeting  
First Case Study of each class member is due to be posted to the professor in his/her office by midnight Oct. 11.
3. Case Study for Oct. 14 is to be posted by midnight, Monday, October 7.
4. For **SM603** Mid-term Reflection found on p. 59 of Student Handbook. (*Click on Intranet, Students, Class Syllabi, 2002-2003, Wilmore, Fall 2002, Smin Handbook Fall 2002.*)

## **MODULE #4**

START DATE: OCTOBER 14 – END: OCTOBER 25

#### WEEK #7

FIELD PLACEMENT – MINISTRY CONTINUES

SECOND MEETING TAKES PLACE WITH LOCAL CHURCH LAY COMMITTEE MEETING.  
CONSULT P.34 OF THE STUDENT HANDBOOK(*Click on Intranet, Students, Class Syllabi, 2002-2003, Wilmore, Fall 2002, Smin Handbook Fall 2002.*) PRIOR TO THE MEETING. SPEAK TO THE CHAIR OF THE LOCAL CHURCH LAY COMMITTEE PRIOR TO THE MEETING REGARDING THE AGENDA.

REFLECTION SEMINAR

1. SM601/602 #1 Activity Checklist due today  
SM603 Learning Goals Progress Report due today  
Remember also to post this to Smin office in Wilmore.
2. Seminar Meeting
3. Case Study Preparation is to be posted by Oct. 13 midnight.
4. Case Study for Oct. 21 to be posted by midnight, Monday, Oct. 14.

#### WEEK #8

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Oct. 20.
2. Seminar Meeting
3. Case Study for Oct. 28 is to be posted by midnight, Monday, Oct. 21.

### **MODULE #5**

START DATE: OCTOBER 28 – END: NOVEMBER 8

#### WEEK #9

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Oct. 27.
2. Seminar Meeting.
3. Case Study for Nov. 4 is to be posted by Oct. 28.
4. Student Pastors Only: Second set of four weeks of journal due by midnight Oct. 29.

#### WEEK #10

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Nov. 3.
2. Seminar Meeting
3. Case Study for Nov. 11 is to be posted by midnight Nov. 4.

### **MODULE #6**

START DATE: NOVEMBER 11 – END: NOVEMBER 22

#### WEEK #11

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Nov. 10.
2. Seminar Meeting
3. Case Study for Nov. 18 is to be posted by midnight Nov. 11.

#### WEEK #12

##### FIELD PLACEMENT – MINISTRY CONTINUES

SM601/602 Final meeting occurs with the Local Church Lay Committee. Speak to the Chair of the Lay Committee prior to the meeting about agenda. Remind them of the Lay Evaluation and its submission to you. Consult p. 34 and p. 45 of S.Min. Student Handbook or *Click on Intranet, Students, Class Syllabi, 2002-2003, Wilmore, Fall 2002, Lay Com. Handbook*. Please receive a signed copy of the final Local Church Lay Committee Report at this meeting. Discuss its submission to you. (See p. 45 above). Mail this through US Post to Smin office in Wilmore.

#### REFLECTION SEMINAR

1. Case Study Preparation is to be posted by midnight Nov. 17.
2. Seminar Meeting.
3. Case Study for Dec.2 is to be posted by midnight November 18.
4. **Second Case Study due.** Please post it to the professor's office. Mileage reports are to be posted to the Smin Office, Wilmore today. Include relevant trips for the rest of the semester. Consult p. 31 of the S.Min. Student Handbook.

### **MODULE #7**

START DATE: NOVEMBER 25 – END: DECEMBER 13

#### WEEK #13 READING WEEK: NOV. 25 – 30.

##### FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR – **NO SEMINAR MEETING THIS WEEK.**

#### WEEK #14

##### FIELD PLACEMENT – **FINAL WEEK AT YOUR PLACEMENT.**

THIS IS YOUR LAST SCHEDULED WEEK IN YOUR PLACEMENT FOR THE SEMESTER. DISCUSS YOUR AND THE FIELD SUPERVISOR' EVALUATION. PLEASE OBTAIN APPROPRIATE SIGNATURES. A COPY SHOULD BE EITHER MAILED OR POSTED TO THE OFFICE OF YOUR REFLECTION LEADER AND TO THE SMIN OFFICE AT:

[claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu)

#### REFLECTION SEMINAR

##### Reflection Seminar

1. Case Study Preparation
2. Seminar Meeting

The following reports are due by midnight, Friday Dec. 6.

- a). SM601/602 #2 Activity Checklist
- b). SM603 #2 Learning Goals Progress Report
- c). Final Evaluation: Student
- d). Final Evaluation: Field Supervisor

- e). Final Local Church Lay Committee Report
- f). Schedule an Exit Interview to be done with your professor via the Discussion Center or by telephone during Finals Week (Dec. 9-13).
- g). **Student Pastors:** Last set of journals submitted.

WEEK #15 – FINALS WEEK

**EXIT INTERVIEW WITH YOUR REFLECTION SEMINAR LEADER.**

**DISCUSS YOUR PARTICIPATION AND GROWTH OVER THE SEMESTER. DISCUSS ALL EVALUATIONS AND FACULTY FINAL EVALUATIONS AND GRADE REPORT.**